

CONFIDENTIAL

Minutes of the
Administration Staff Meeting
Held at 10:00 A.M.
Wednesday, 21 February

1. Mr. Walter Wolf was introduced by Mr. McConnell as Special Assistant to the Director until 1 April 1951, at which time he will succeed Mr. McConnell as Deputy Director for Administration. Mr. McConnell requested that Mr. Wolf not be asked to make decisions or sign papers during the period prior to 1 April in order to give him time to get properly oriented in the Agency.

2. Colonel Baird reported on the Indoctrination Course and emphasized the items indicated below:

- a. There was general good reaction to the Course.
- b. New employees indicated that part of the Course was over their heads.
- c. Older employees indicated that the Course was quite valuable to them.
- d. It is proposed to continue the Course on the following basis:
 - (1) Every two months beginning on 9 April.
 - (2) Attendance to be new employees and selected older employees.
 - (3) Course to be held on five consecutive mornings from 9:00 AM to 12:00 Noon, rather than all day sessions.
 - (4) Individuals who have completed OSO and OPC training courses to be excused, unless they desire to attend.

Mr. McConnell stated that in his opinion it would be desirable to split the Course so that one or possibly two mornings could be devoted to things of interest to top employees, the balance of the course being beamed at lower levels.

3. Mr. Peel was requested to expedite the printing of the revised Agency regulations.

4. Parking difficulties were discussed. The General Counsel is preparing a memorandum to the Chief, Administrative Services, indicating authorized disciplinary measures which might be instituted against parking violators.

5. was instructed to investigate the status of mobilization planning.

*action by
memo to
Adm. Services
Att. 5 Mar
5-1*

CONFIDENTIAL